

To,
Project Director,
Karachi Mobility Project, BRT-Yellow -Line,
Sindh Mass Transit Authority (SMTA)
D-43/1, Shahrah -e Ghalib, Lane, 3,
Block -2, Clifton, Karachi.

Dear Sir,

I am approaching here to submit my **CV** against the position of **Social Development Specialist** in your organization. I am applying for the same.

I have always respected the idea of working in a competitive atmosphere and been looking for an opportunity to express my prospective. I think my academic background, with my 18+ years of working experience with development organizations in implementing and executing Projects, Project implementation, Project Management, Data Collection and Surveys, Trainings, Policy makings, Planning and your requirements may be a good match. My resume is enclosed for your evaluation.

Of particular note for you and the members of your team is my specific work with **World Bank** for the project of Nutrition with (AAP), Government of Sindh, in capacity of individual consultant for **Social Safeguard** and previously with **Pakistan Safe Drinking Water Project with GSSS, WASH project with P & D Department GoS, Resettlement Project of 830 shelter houses with UNOPS, Safeguard and life saving project with UNWOMEN**, with IRC in FAFEN project and also completed my project of Citizen Voice Project with ACP on Governance and on importance of Local Government System, Project Manager **with GSSS for Save the Children supporting to DCHD Pakistan in Child Rights Education program (CREP) Pakistan**. I also completed my project with **CLEAR** for Climate Change and Environmental Adaptation Resilience, and previously worked with Aurat Foundation for Gender Equity program (GEP) on GBV and and children, I completed my campaign task with Citizen Voice Project in district Nuasheroferoze for promoting "Importance of Local Government System" among youth and trained 45 youth cohort for the campaign cause.

If you are seeking an individual person who stays abreast of his field, which understands technology, who earns 100% team support, and who is a career-committed as it takes to achieve total success, then please consider what I have to offer. I would be happy to have a preliminary discussion with you or members of your team to see if we can establish a common interest.

Thank you for your attention to these materials. I certainly look forward to exploring this further.

With regards,
sincerely,

Lutufullah Kalhoro

03413229355, 03032203193

Enclosures:

1- EOI (attached with this e mail)

2- Covering Letter

CV

1. Proposed Position: **CV for Social Development Specialist**
2. Name of Firm: **BRT- SMTA**
3. Name of Expert: **Lutufullah Kalhoro**
4. Current Residential Address: Flat No 05/A, 2nd Floor, Al Rahim Villaz, Near Gulstan e Sajjad, Jamshoro Road, Hyderabad Sindh.
Tel: +9203413229355 & +9203032203193
E-mail: lutufabbasi@gmail.com
5. Date of birth: 04 March 1975 Citizenship: Pakistani
6. Education:
 - M.A. (Sociology), University of Sindh, 2013-14
 - M.A. (English Literature) (2002)
7. Membership in Professional Associations:
 - Member of World Bank Group for (Individual Consultant for Social Safeguard)
 - Founder Member of the Community Empowerment & Development Council (CEDC)
 - Member Research Committee for (LAPA-Dadu) on Local Adaptation Plan of Action
 - Member of CDRM for District Dadu DRM with PDMA & ILO
 - Master Trainer for Climate Leadership for Effective Adaptation and Resilience" (CLEAR), Lead Pakistan
 - Member as Master Trainer for Child Rights Education Program (CREP)
 - Member of PCCHI-GAVI alliance
 - Research Associate for AKF on Chillohroxidene Project for Mothers & Newborns
8. Other training:
9. Donors Work Experience: World Bank, USAID, UNHCR, UNDP, DFID-UK, TAF, AKF, CIDA, UNOPS, TDEA, Save the Children, UN WOMEN

II. Employment Record:

From	Dec-2021 to cont...
Employer	Global Fund
Position held	Consultant
From:	Feb-2020 to Nov-2021
Employer:	GSSS
Positions held:	Master Trainer
From	May-2018 – Nov-2019
Employer	GoS, with World Bank
Position held	Social Safeguard Specialist (Individual Consultant)
From:	June-2016 – March-2018
Employer:	Goth Sudhar Sangat Sindh (GSSS)
Positions held:	Program Manager
From:	Jan-2015 - June-2016
Employer:	SPO-GSSS
Positions held:	Project Officer/ Team Leader
From:	August-2012 – Dec-2014
Employer:	Lead Pakistan & GSSS
Positions held	Project Officer/ Team Leader
From:	Feb-2012 – July-2012
Employer:	UNOPS
Positions held:	Project Officer (Resettlement & Rehabilitation) Shelter
From:	Feb- 2011 --Jan-2012

Employer: CCHD-UNHCR

Positions held:	Project Officer/ Team Leader
From:	Sep: 2009 to Jan 2011
Employer:	Indus Resource Center- FAFEN
Positions held:	Constituency Coordinator
From:	Sep-2007 to March-2009
Employer:	GSSS
Positions held:	HP Coordinator / Master Trainer
From:	July- 2007 Nov-2007
Employer:	Agha Khan Foundation
Position Held:	Field Research Officer (Team Leader)
From:	June 2006 to June 2007
Employer:	GSSS
Position Held:	Project Coordinator
From:	Nov- 2002 to May 2005
Employer:	ICDC-Islamabad
Position Held:	Executive Secretary to CEO

12. Expertise & Experience

Social Safeguards Expertise with over 18+ years of experience in appraisal, design, planning, implementation, monitoring, and evaluation/impact assessment of projects and programs; Experience in formulating policies relating to environmental and social safeguards; Experience in the preparation of studies relating to environmental and social impact assessments, including Resettlement Plans; Experience in Implementation of resettlement plans; Experience and expertise in dealing with environmental and social management principles of bilateral and multilateral agencies like the WORLD BANK, GLOBAL FUND, UK-AID, UNOPS, UNDP, UNHCR, Save The Children, USAID and UN-WOMEN and Excellent ability to prepare reports and documents. Got certification in Child Rights Education Program "CREP" from Save the Children, Pakistan and become first ever fellow member of child Rights Education Program in Pakistan.

The current assignment will be as follows:

- Develop the LAPA consist of a set of mitigation, monitoring and institutional measures, including policies, procedures and practices – as well as the actions needed to implement these measures to achieve the desired social sustainability outcomes.
- Provide training to personnel from government agencies, including executing and implementing agencies, consultants, contractors, and external monitors in preparing and managing safeguards related activities, and generally act as a social safeguards resource person for climate change -assisted activities in Dadu;
- Supervise the implementation of Resettlement as well as Environment and Social Management Plans in the assigned projects. Review and provide comments and observations for suitably strengthening the monitoring reports submitted by the executing and implementation agencies;
- Undertake safeguards review missions with field visits to project sites for the assigned projects;
- Actively identify issues and gaps and design corrective actions, if any, in cooperation with executing and implementing agencies, as required;
- Advise project team leaders and members on all relevant safeguards issues of their projects and participate in their project missions;
- Liaise with relevant divisions on safeguard policy compliance requirements, and on social development matters; and
- Undertake other duties that may be assigned as reflected in the consultant's work plan.

13. Work undertaken that best illustrates capability to handle tasks assigned

Project	Global Fund
Year	Dec-2021 to continue.....
Location	Sindh
Client Type	International Consultancy Firm (Global Fund)

Main Project Features: To Monitoring Health care Facilities; Data verification/ collection of COVID-19, TB, Malaria and HIV -AIDS

Position held Consultant

Activities performed Monitoring Health care Facilities

Project year Advocating youth and teen for career building
Feb-2020 to Nov-2021

Location Dadu & Hyderabad

Client GSSS

Main Project Features Advocacy Program for youth and teen to career building and motivational skills

Position held Master Trainer

Activities performed Training & coordinating, Advocacy group campaign, motivational dialogues etc.

Sindh Enhance Response to Reduce Stunting Project (SERRSP)

Project Year: May-2018 to November-2019

Location: Karachi

Client: GoS, The World Bank

Main Project Features: Social Safeguarding and Compliance ESMF for World Bank Projects of 8 Sectors of Govt of Sindh

Social Safeguard Specialist (Individual Consultant)

Activities Performed:

Preparation stage:

- Supervise the ESMP and RPF preparation process including screening and filling the screening checklists for each subproject to be undertaken under the project
- Support the preparation of ESMPs, RAPs/ARAPs and Checklists for subprojects
- Building capacity on preparation of ESMPs and RAPs/ARAPs
- Maintain guidance and vigilance on land issues including VLD procedures etc.
- Quality assurance of all RAPs/ESMPs and obtaining their clearance from the World Bank
- Establishing a grievance redress system for the project

Implementation:

- Supervising and supporting Implementing Partners (IAs) and all other field teams and agencies in achieving their responsibilities on implementing ESMPs as outlined in the ESMF and agreed with them
- Plan and implement procedures for all compensation under RAPs/ARAPs
- Carrying out frequent field visits and conduct monitoring for ESMF implementation
- Identifying and preparing induction, training or capacity building and monitoring materials
- Conduct/manage ESMF trainings for the personnel of IPs and other implementing agencies in accordance with the Training Framework provided in the ESMF
- Providing support for, implementing, monitoring and reviewing the performance of the grievance redress system (including training district level ESFPs, field level focal persons and other relevant personnel; data analysis; follow-up surveys etc.)
- Overseeing public consultations for ESMPs/RAPs etc. where required
- Responding to safeguard concerns as required
- Implementing a system for beneficiary feedback (if required)

Monitoring:

- Overseeing the preparation and quality of quarterly progress reports for submission to World Bank and Present stakeholders as defined in the ESMF and subsequent subproject specific ESMPs
- Preparing the monitoring formats, protocols and tools for ESMP and RAP implementation
- Liaising and facilitating the work of third party monitoring agents
- Undertake coordination and liaison with implementing partners and other agencies as and when required
- Monitoring the grievance redress system
- Regular reporting on grievance redress and beneficiary feedback (if required)

Project: Education

Year: June-2016 – -Oct- 2017

Location:	Dadu
Client:	GSSS
Main Project	
Features:	Monitoring and research assessments for education gaps
Position Held:	Program Manager
Activities	Review Government social safeguards policies for school children; Review institutional capacity; Achieves operational objectives by contributing information and recommendations to strategic plans and reviews; preparing and completing action plans; implementing production, productivity, quality, and customer-service standards; resolving problems; completing audits; identifying trends; determining system improvements; implementing change;
Performed:	Assist to develop and prepare a draft for organization for contribute to the development of capacity building and communications programs in the area of children's social safeguards.
Project:	Enhance understanding of 3000 men and women to adopt safeguard practices
Year:	Jan-2015 -May-2016
Location:	Dadu
Client:	UN-Women, SPO, GSSS
Main Project	Capacity building of capital market and infrastructure development, hygiene & safeguard practices,
Features:	
Position Held:	Project Officer/ Team Leader
Activities	Conduct a Knowledge Attitude and Practice (KAP) survey to determine the present situation of community women, men boys and girls from disaster perspective. This survey will complement the DRR baseline assessment being commissioned by UNTFHS Project.
Performed:	Form 120 village disaster management committees with 40 percent women representation. Prepare 120 gender sensitive village disaster management / contingency plans based on risk, vulnerability and hazard assessment and resource mapping (a separate exercise). Incorporate 120 Village Disaster Management/ Contingency Plans into District Disaster Management Plan adopting gender-sensitive approach. Register 40 CBOs under relevant registration act (if not registered earlier) through Social Welfare Department.
Project:	Policy Development on Climate Change for Sindh
Year:	Aug-2012-- Dec-2014
Location:	Dadu
Client:	Goth Sudhar Sangat Sindh
Main Project	Climate Leadership for Effective Adaptation and Resilience" (CLEAR) a Local Climate Change Policy using a participatory approach
Features:	
Position Held:	
Activities	Master Trainer/ Team Leader
Performed:	Worked towards developing a Local Climate Change Policy using a participatory approach. Help out with all stakeholders to gain a better understanding of the scenarios pertinent, To make situational analysis of the physical, socioeconomic and environmental conditions of the province will help collect background information about Climate Change issues and its impact on the provincial economies. Draft to establish an institutional mechanism for coordination with stakeholders and formulate District climate change policy in close consultation with relevant District line departments and other stakeholders. Conduct one on one interviews with focal persons for the development of Climate Change Policy in the District Level for help to refine the policy measures on key sectors (Water, Agriculture, Food Security, Sustainable Development Goals, Gender, Energy, and Disaster Risk Reduction etc.) in the district that will serve as ancillary documents to the Local Climate Change Policy. To capacity building of Government Officials on climate change impacts, situation analysis of relevant sectors, and assessing vulnerabilities will also be a part of this project.
Project:	UNOPS-funded project for rehabilitation/ resettlements for the flood affected communities.
Year:	Feb-2012 – July-2012
Location:	Dadu
Client:	UNOPS
Main Project	Construction of 843 One Room Shelters (ORS) for flood affected
Features:	
Position Held:	Project Officer (Resettlement & Rehabilitation) Shelter
Activities	Monitoring and implementing the project's Resettlement Policy Framework (RPF) and ensure community participatory approach.
Performed:	Examine if individuals or groups may be differentially or disproportionately affected because of their disadvantaged or marginalized status, and if so, ensure adverse impacts do not affect them disproportionately. Formation of 20 CBOs for coordination and collaboration for provision of ORSs.

Preparing training documents and providing training to staff on implementation of the project's RPF.
 Ensure that constructions are in accordance with norms and standards,
 Ensure cooperation and communication with local authorities, beneficiaries, host population,
 other international and local NGOs, as well as the UN family;
 Closely monitor the adherence to code of conduct, logistic, financial, and anti-corruption guidelines
 Coordination, Managing and give on the job training, support and advice;
 Visit/supervise regularly to all project sites;

Project: **Protection Help-line Center for Flood affected people for District Dadu**

Year: Feb-2011 – Dec' 2011

Location: Dadu

Client: CCHD with UNHCR

Main Project Features: Protection of IDPs of flood affected areas at District Dadu. Establishing Protection Help Line Center for receiving complains, referrals and provides facilitating servilities.

Position Held: **Project officer**

Activities Performed: Managing all project activities of Protection Help-Line Center, facilitating cases with best referral performances. Responsible for coordination with District Government Departments/ Officials, Protection/ Safeguard working group clusters/ Organizations for referrals.

Ensure and analyze the IDPs Issues, recovery and development needs, response capacities through assessments and operational environment at the district level;

Responsible for conduct the assessments of the Social risks and impacts, including: any project-related threats to human rights of affected communities and individuals; threats to human security through the escalation of personal, crime or violence; risks of gender discrimination; risks that adverse project impacts fall disproportionately on disadvantaged or marginalized groups; any prejudice or discrimination toward individuals or groups in providing access to development resources and project benefits, particularly in the case of disadvantaged or marginalized groups; negative economic and social impacts relating to physical coastal works or economic displacement (i.e. loss of assets or access to assets that leads to loss of income sources or means of livelihood) as a result of project-related land or restrictions on land/beach/lagoon use or access to resources; impacts on the health, safety and well-being of workers and project-affected communities; and risks to cultural heritage.

Prepare fortnightly/ monthly/ quarterly progress review reports for each field intervention;

Work in close collaboration with concerned officials and partners to provide strategic coordination support to all partners (Cluster Protection Coordinators, UN agencies, as well as partner NGOs) through information provision, meetings as appropriate.

Assigned for field level project interventions of UNHCR.

Project: **Free and Fair Election Network (FAFEN)**

Year: Sep: 2009 to Jan 2011

Location: Dadu

Client: The Asia Foundation - TDEA, FAFEN, IRC.

Main Project Features: Working on strengthens Democracy in Pakistan.

Position Held: **Constituency Coordinator**

Activities Performed: Responsible for making and sensitize local representatives, intelligentsia, youth, CSOs, NGOs, Civil Society, media, women for promoting Voter Education Campaign and electoral process.

Capacity building of partner NGOs/CBOs/CCBs, intelligentsia, youth, CSOs, NGOs, Civil Society, media, women, public and private institutions.

Responsible for to observe national, provincial, and local elections nationwide during the pre-polling, polling, and post-polling periods and to report on electoral fraud, violence, and any other problems that disenfranchise voter; To assign for to design and formation of CRG for strengthening bridge between Elected Members and common people addressing their issues and its smooth resolutions.

Responsible for arranging and conducting strategy trainings and workshops, Public Forums, Corner Meetings, and Public Hearings. I

I assigned and managed for data collections from Government Institutions & Electoral Institutions for regular monitoring of their performances and changes that they carry.

Project: **Pakistan Safe Drinking Water & Hygiene Promotion Project**

Year: Sep-2007 to March-2009

Location: Dadu

Client: GSSS

Main Project Features: Capacity Building and promotion for NGOs/CBOs/CCBs, Molvies, Doctors and Filtration Plant's Staff

Position Held: HP Coordinator / Master Trainer

Activities Performed: To analysis of potential social impacts will be done in close consultation with project stakeholders, ensuring key stakeholders and project-affected peoples understand what is being proposed and the potential impacts.

I was assign for assisting in design hygiene promotion campaign to promote practices that will lead to safer water management and improve hygienic behaviors among community.

Responsible for arranging and conducting strategy trainings and workshops with local partner NGOs/CBOs/CCBs, Molvies, Doctors and Filtration Plant's Staff.

Keeping coordination with civil society organizations, youth, lawyers, teachers, students, religious persons, journalists..

Project: Chlorohexidene Project for New Born & Mothers" A Baseline Household Survey in 17 UCs & 185 villages

Year: July- 2007 Nov-2007

Location: Dadu

Client: Agha Khan Foundation

Main Project Features: A Baseline Household Survey in 17 UCs & 185 villages at (Mehar & K.N.Shah Taulkas) District Dadu, Sindh.

Position Held: Field Research Officer (Team Leader)

Activities Performed: Responsible for to lead the data collector's teams and monitoring & supervise the daily field baseline/ household survey and check & maintain the survey data.

I also ensure to mobilize the local community and intellectuals for the baseline survey and capacity building the village community groups, CBOs, NGOs to enhancing the primary health care awareness and disseminate the messages regarding the preventive care of Omphilitus disease in newborns in more than 185 villages of Taulka Mehar & K. N. Shah, in District Dadu.

I also assign for to Identifying 185 Trained Birth Attendant (TBAs) and Community Health Workers (CHWs) for study period of the project in 185 villages in the covering project area. Also conducted Training Session & facilitate management team.

Project Country Consulting Procurement Office of a Chinese Manufacturer Company named TPCO (Largest Steel Pipe Mill) (ISO Certified

Year: Nov- 2002 to May 2005

Location: Islamabad

Client: ICDC, TPC

Main Project Features: Procurement of Chinese Multinational Company

Position Held: Executive Secretary of CEO

Activities Performed: I was responsible for arrange appointments and maintain the CEO's calendar. Receive visitors, place and screen telephone calls, and answer queries with discretion. Search for and prepare briefing materials for the CEOs for use on official trips, special meetings and for action.

Collect, solicit and coordinate briefing materials for the CEO's missions and meetings, ensuring that submission timetables are adhered to. Select and make pertinent abstracts and undertake searches for information.

I was also assign for arrange meetings with high-ranking officials and arrange official receptions, participate in the organization and preparation of staff or special meetings, and take minutes and/or notes.

Prepare informal translations, and may act as interpreter.

I also assign for to take and transcribe dictation on a variety of subject matters, ensuring that spelling, punctuation and format are correct.

14. CONDUCTED FGDs AND ASSESSMENTS/ SURVEYS:

- Conducted Face to Face Training of Teachers (ToT) in District Dadu and trained more than 60 Primary School Teachers for improving their reading instructions during teaching with Sindh Reading project.
- Conducted EGRA (Early Grade Reading Assessment) with MSI & VTT serves as the baseline to measure improved reading skills of Pakistani children for (Pakistan Reading Program 2013-2018) in 2 district (Dadu & Malir Karachi).
- Conducted Farmers Assessment for (Clear Project) on "Local Adaptation for Plan of Action" (LAPA) from LEAD Pakistan in Oct 2013.
- Conducted RPA as a Team Leader at 8 districts of Sindh with UNHCR and UNDP in September, 2011.
- Conducted (Rapid Protection Assessment) RPA in 56 villages with PDI Operating skills in Sukkur district organized

by UNHCR and UNDP, Pakistan in 22 to 25th August, 2011.

- Conducted 200 FGDs with IDPs on Protection, Gender, GBV and Child Protection in June, October, 2011 by UNHCR, UNFPA and USAID.
- Conducted a Baseline Household Survey as Field Research Officer (Team Leader) for Aga Khan University, Karachi for a "Chlorohexidine Project for New Born & Mothers"
- A Baseline Household Survey in 17 UCs & 185 villages at (Mehar & K.N.Shah Taulkas) District Dadu, Sindh.
- Conduct & Supervise Shelter Assessment of 13 villages of District Dadu for need based flood affected for construction of 843 ORS.

15. ACHIEVEMENTS & TRAININGS:

- Got 2- Days Training Workshop on **Education Organization Management (EMO)**, organized by HANDS, held on 29th to 30th September, 2022 at HANDS, Office, Karachi.
- Got 2- Days Training Workshop on **Environment all & Social Safeguards Management**, organized by **World Bank**, held on 8th to 9th August, 2019 at Islamabad.
- Got 6-Days (ToT) on Awareness of children from Abuse, Neglect, Exploitation and Violence" a Education Program of CREP with DCHD from 1st to 6th August, 2017 at Islamabad, Pakistan
- Got 5-Days (ToT) on "Child Rights & Human Rights Frame Works in Pakistan" a Program of CREP with DCHD from 1st to 5th May, 2017 at Lahore, Pakistan
- Got 5-Days (ToT) on Practical Skills for Human Rights/ Child Rights Works an Education Program of CREP with SANJOG Pakistan from 17 to 21 December, 2016 at Lahore, Pakistan
- Got 5-Days (ToT) on Child Rights Education Program CREP with SANJOG Pakistan from 26 to 30 October, 2016 at Lahore, Pakistan
- Got 2-Days (Face to Face) Training of Teachers (ToT) on DRM with PDMA & ILO in August 2016 at Dadu
- Got 2-Days (Face to Face) Training of Teachers (ToT) in August 2015 at SRSO Sukkur.
- Got 5-Days Capacity Building Training with understanding ICT, for Improving Early Grade Reading in August 2015 at SRSO Sukkur.
- Got 2-Day Training on "Understanding Advocacy Practices" organized by AKU with Collaboration of GAVI Alliance and CHIP Pakistan at Avari Tower Karachi on 15th & 16th October, 2014.)
- Got Master Trainers Training (3-Day ToT on "Community Based Disaster Risk Management" organized by Lead Pakistan at Karachi.)
- Got 3-Day ToT on "Policy, Entitlement Rights and Networking" organized by Lead Pakistan for Clear project at Karachi.
- Got participation as a Team Leader (Enumerator) in EGRA (Early Grade Reading Assessment) with MSI & VTT for Pakistan Reading Program 2013-2018.
- Got Special Assignment of Master Trainer for (Clear Project) on "Local Adaptation for Plan of Action" (LAPA) from LEAD Pakistan.
- Got Special Assignment of Master Trainer for (Clear Project) on "Climate Leadership for Effective Adaptation and Resiliences (Clear)" from LEAD Pakistan.
- Conducted RPA as a Team Leader at 8 districts of Sindh with UNHCR and UNDP in September, 2011.
- Got 4 day Training with field work for conducting (Rapid Protection Assessment) RPA and PDI Operating skills at Sukkur organized by UNHCR and UNDP, Pakistan in 22 to 25th August, 2011.
- Got "3-day ToT" attended on "Psychosocial Support and Personal Growth Group Work Module for Working with Women and Adolescent Girls/Boys" from 17th - 19th November 2011 by Rozan Pakistan.
- Got TOT on Protection, Gender, GBV and Child Protection in June, October, 2011 By Aurat Foundation, ROZAN Pakistan, Islamabad, UNHCR, UNFPA and USAID.
- Got TOT on Watan card Phase II, in July, 2011 at Sukkur conducted by UNHCR.
- Got TOT training on Report Writing, Case Studies, Success Stories and documentations.

06 May 2022
Day / Month / Year
